

## Blackboard Access - Secondary Instructors/Observers

1. Navigate to Faculty Forms: <https://www.uml.edu/Registrar/Faculty-Forms/default.aspx> Click on hyperlink “[Blackboard Access – Secondary Instructors/Observers](#)”

**Faculty Forms**

**Office of the Registrar**

The Solution Center

Online Registration

Schedules

Calendars

Academic Catalogs

Student Forms

**Faculty Forms**

**FOR FACULTY**

**ADMINISTRATIVE FORMS**

- Addition of New Minor, Concentration, Option, or Track (pdf)
- **Blackboard Access - Secondary Instructors/Observers**
- Blackboard Access - Teaching Assistants/Research Assistants/Graduate Assistants
- Blackboard Access - Undergraduate/Graduate Grader Form (Students must complete form. When form is finished, it will be sent to instructor of record for approval).
- Faculty Grade Change Form (for current term grade to grade or for INC grades only - Web Tutorial)
- Faculty Grade Change Form (grades that require dean's signature - Web Tutorial)
- New Certificate Program (pdf)

2. Click “I agree...” and Continue

**Please Review & Act on These Documents**

UMass Lowell eForms  
Univ. of Massachusetts Lowell

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Please read the [Electronic Records and Signature Disclosure](#).

I agree to use electronic records and signatures.

**CONTINUE** OTHER ACTIONS ▾

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**BLACKBOARD ONCAMPUS ACCESS FORM**  
OFFICE OF THE REGISTRAR  
220 PAWTUCKET ST, UNIVERSITY CROSSING, SUITE M10  
LOWELL, MA 01854  
phone: 978-934-2546  
fax: 978-934-4076

3. Enter the user’s Last Name, First Name, ID# (must be 8 characters) and the User type. The user type is explained above the entry.

Adding a user will result in a change to your course in the Student Information System.

**User Type:** Secondary Instructor      Observer  
Role is identical to the Primary Instructor.      Role is similar to the Primary Instructor. Reserved for Dept. Chairs, Deans, and administrative positions only.

Information for the User that will be added to your Blackboard course:

SI/OB Last Name	SI/OB First Name	SI/OB SIS ID#	SI/OB Usertype
<input type="text" value="Brady"/>	<input type="text" value="Tom"/>	<input type="text" value="12345678"/>	<input type="text" value="Observer"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- select --"/>

